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8 May 1953

TO : Director of Security

FROM : Chief, Special Security Division

SUBJECT: Activities Report for April 1953

GENERAL:

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1. This Division is currently undertaking the preparation and assembly of a Field Manual for use of all agent personnel. The Manual will be designed to provide agent personnel with a ready reference source to material pertinent to the investigative activity and the administrative procedures of this Division.

2. The policy paper on Official Cover was forwarded to Chief, FI, NY/P, for his comments. Upon return of the paper to the Director of Security, a covering memorandum was prepared for the signature of the Director of Security, and was transmitted to the Deputy Director (Administration) for consideration of over-all Agency responsibilities relating to Official Cover.

3. A first draft of Agency-wide Covert Security Regulations has been prepared by this Division. After appropriate editing, it will be submitted to you for approval.

INVESTIGATIVE:

1. The attached chart, Tab A, reflects within this Division the total number of cases received, the total number of cases closed, the total cases pending, and the number of cases over ninety days old for the period of 1 January 1953 to 30 April 1953. It is to be noted that, although there was a drop in the receipt of cases for April, the total pending cases have increased to the highest point this year. In spite of the high case load, the total number of cases pending in this Division for over ninety days has been reduced to 287, the lowest point this year.

2. Tab B compares the receipts and finals of overt pending cases with the receipts and finals of covert pending cases. Although there has been a drop in the receipts and finals of covert cases during the month of April, both the receipts and finals of overt cases

SSD Chief
Dep. Chief
A. to Chief
A. to Dep.
Ad. & Trng.
Chief, SRB
Chief, [initials]
Chief, Ops. Co.
Corres. Des.
CS/CI Desk
Trcl. Desk
CSG Desk
ES Desk
Open Desk
SRB Files

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3. Tab C indicates a comparison between the pending overt cases and the pending covert cases. Once again, the overt cases are on the rise while the covert cases show a slight decline for the month of April. However, covert cases continue to constitute three-fifths of the total work load handled by this Division. For your information, over 75 per cent of the man hours worked in this Division have been in connection with covert matters.

4. At the request of the Chief, TSS, during the month of April this Division, in cooperation with TSS, established special procedures whereby investigations were initiated with a minimum delay on certain applicants recruited by representatives of TSS at the Massachusetts Institute of Technology. In order to obtain clearances for these individuals at the earliest possible date, arrangements were made whereby this Division is dealing directly with the TSS recruiters in the field.

5. Your attention is invited to Graph I (Tab D) reflecting the current situation relative to Administrative, Investigative (other than CE and name checks for outside agencies) and Operational Assignments in the Special Referral Branch. As you will note, the production for the month of April was substantially higher than for March.

6. Graph II (Tab D) indicates an increase over March 1953 of eighty-seven requests from other Government agencies for checks of our Agency records. However, through an increase in the production of completed actions in this category of assignments by 637 cases over last month, we were able to reduce our pending figures by 223 cases.

7. Graph III (Tab D) shows that we have reduced our pending case load of CE checks by 639 cases. This reduction was possible through an increase in completed actions of 398 over March.

SUPPORT:

1. During recent weeks, an increase has been noted in the number of covert debriefings this Division has been requested to conduct. This appears to have been brought about by the return of personnel from overseas as a result of the decrease in activity connected with certain operational projects.

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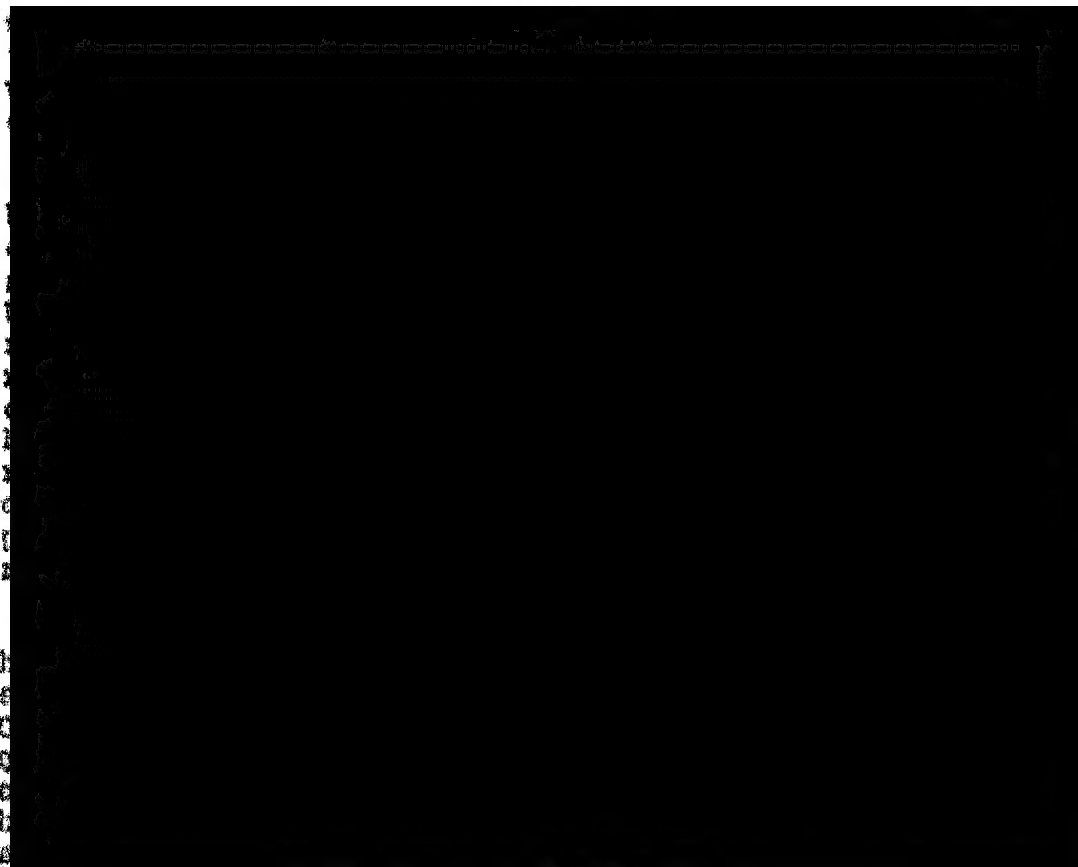
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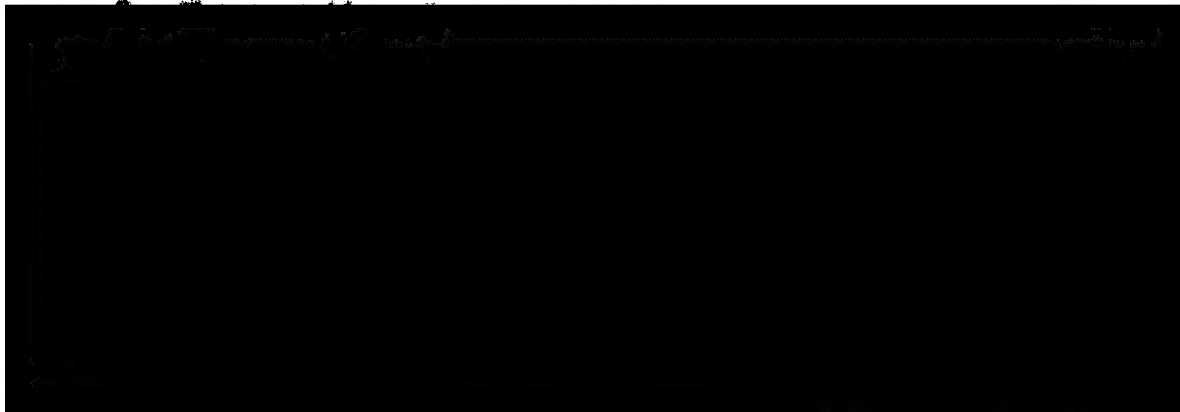
HIGHLIGHTS OF COVER OPERATIONS:

1. Cover assistance is being rendered to the SI Division in providing cover for its covert recruitment program.

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6. Cover/security advice regarding recruitment of Communications personnel was rendered to the Office of Communications.

PERSONNEL:

1. The following is a profile of an Average Security Agent of this Division:

Age - 33 years
Education - 5 years college
38% LLB degrees
90% Bachelor degrees
Previous Government experience - 2.1 years
Time with Agency - 20 months
Weight - 178 pounds
Height - 5' 11".

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Attachments:

1. Charts
(Tabs A, B, C and D)

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<i>April</i>		Last Month
<u>Cases on hand 1st of month:</u>	3400	3096
<u>Cases received during month:</u>		
Overt <i>77✓</i>	689	
Covert <i>888</i>	<u>1343</u>	
	1660	<i>203✓</i>
Total on hand and received:	<u>✓ 5060</u>	<u>✓ 5128</u>
<u>Full Security Approvals Granted:</u>		
Overt <i>376</i>	389	
Covert <i>931</i>	<u>1153</u>	
Total	1287	1542
<u>Disapprovals during month:</u>		
Overt <i>30</i>	<i>51</i>	
Covert <i>18</i>	<u>16</u>	
Total	48	67
<u>Cases Closed before Completion:</u>	<i>148</i>	<i>119</i>
		1728
<u>Total Cases Processed:</u>	1483	
<u>Cases on hand at end of month:</u>		
Overt <i>1681</i>	1443	
Covert <i>1896</i>	<u>1957</u>	
Total Cases on hand:	3577	<u>3400</u>
Pending cases on hand over 90 days:	<i>287</i>	<i>385</i>
Average time for investigation:	<i>79</i> days	<i>84</i> days

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STATUS OF COVERT CLEARANCE CASES - MONTH OF APRIL 1953

REQUESTS FOR COVERT CLEARANCES ON HAND AT 1st OF MONTH

Security Clearance	202
Operational Clearance	773
Project	<u>982</u>
Total	1,957

COVERT CLEARANCE REQUESTS RECEIVED DURING MONTH

Security Clearance	114
Operational Clearance	205
Project	<u>569</u>
Total	888

TOTAL FOR PROCESSING 2,845

CLEARANCES ISSUED DURING MONTH

Security Clearance	148
Operational Clearance	312
Project	<u>471</u>
Total	931

DISAPPROVALS DURING MONTH

Security Clearance	8
Operational Clearance	2
Project	<u>8</u>
Total	18

TOTAL CASES COMPLETED 949

CASES PENDING END OF MONTH

Security Clearance	1 - 18160
Operational Clearance	664
Project	<u>1072</u>

TOTAL CASES ON HAND LAST OF MONTH 1,896

PENDING CASES ON HAND OVER 90 DAYS OLD 287

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DISAPPROVALS FOR THE MONTH OF

APRIL 1953

5,112
8,425
11,705
12,509
30,516
46,998
47,371
79,211
79,332
79,613
80,839
81,024
81,184
81,914
81,917
83,775
84,402
90,788

TOTAL

18

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MONTHLY REPORT OF OPERATIONS

25X1A5a1

April 1953

CHARACTER OF CASE	ON HAND FIRST OF MONTH	RECEIVED	TOTAL FOR PROCESSING	CLEARANCES ISSUED	DISAPPROVALS	TOTAL COMPLETED	PENDING END OF MONTH
CLEARANCE CASES							
Security	202	114	316	148	8	156	160
Operational	773	205	978	312	2	314	664
Project	982	569	1551	471	8	479	1072
TOTAL COVERT CLEARANCES	1957	888	2845	931	18	949	1896
	46	XX	XX	XX	XX	35	71
State Police	11	XX	XX	XX	XX	6	8
Field Offices	990	XX	XX	XX	XX	520	1108
Cases on Hand	81						99
TOTAL OPEN & SEMI-COVERT	1128	719	1847	XX	XX	561	1286
TOTAL CLEARANCE CASES	3085	1607	4692	931	18	1510	3182
MISCELLANEOUS CASES							
Overt N/C's	592	520	1112	XX	XX	245	867
Covert N/C's	123	27	150	XX	XX	76	74
TOTAL INFORMATION N/C's	715	547	1262	XX	XX	321	941
Operational Support	56	55	111	XX	XX	46	65
Special Inquiry	78	46	124	XX	XX	57	67
TOTAL OS/SI	134	101	235	XX	XX	103	132
TOTAL MISCELLANEOUS	849	648	1497	XX	XX	424	1073

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PRODUCTION REPORT FOR APRIL 1953

1. Overt and Semi-Covert Applicant Type Cases

a. Cases on hand at 1st of Month:

Being investigated:	954	
In process in Security Division	<u>489</u>	
Total		1443

b. Cases opened during the Month:

772

c. Total Cases on Hand and Opened:

2215

d. Cases Handled During the Month:

Approvals	356	
Disapprovals	30	
Closed before Completion	<u>148</u>	
Total		534

e. Cases on hand at End of Month:

In process of Investigation at 1st of month	954	
Submitted for Investigation during Month	<u>619</u>	
		1573

Investigation Completed	392	
Recalled from Investigation	<u>75</u>	<u>-467</u>

In process of Investigation at End of Month	1106	
In process in Security Division at End of Month	<u>575</u>	
Total on Hand at End of Month		1681

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2. Cases for Contact Division

Number pending at beginning of month	701
Number received during month	334
Number completed during month	204
Number pending at end of month	831

3. Alien Interrogation Cases for Contact Division

Number pending beginning of month	62
Number received during month	56
Number completed during month	64
Number pending	54

4. Top Secret Control Officer Appointment Clearances

Number pending beginning of month	0
Number received during month	32
Number closed during month	32
Number pending	0

5. Classified Contract Clearances

Number pending at beginning of month	372
Number received during month	124
Number closed during month	101
Number pending	395

6. Miscellaneous Information

Number of cases completed by field investigative facilities during the month	392
Number of cases completed by field investigative facilities during the month and which have been closed	199
Average number of calendar days to completely process case to a final determination, either approval or disapproval	79
Average number of calendar days required by field investigative facilities to complete investigation of these cases	61

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Average number of calendar days these cases were in process in SD	18
7. Limited Security Clearances through Secret issued	6
8. Number of Provisional Clearances issued during month for personnel to be assigned to unclassified duties	85
9. Number of files reviewed for agents of other Government agencies	112
10. Number of requests for name checks by other Government agencies	2053
11. Interviews Conducted	
a. Exit interviews of persons resigning or going on leave without pay	177
b. Overseas briefings of Employees	
Initial	110
Final	<u>168</u>
c. Returnee Interviews	278 86
d. Overseas briefings of Dependents	<u>23</u>
	564

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SECURITY DIVISION
SUPPLEMENTAL PRODUCTION REPORT FOR THE MONTH OF APRIL 1953

	<u>All Cases</u>	<u>"T.O." Type Cases</u>
Cases pending at beginning of month	1143	1069
Plus: Cases opened during month (does not include cases sent from Personnel after 24 April which cases have not been received).	<u>772</u>	<u>604</u>
	2215	1673
Less: Cases closed during month*	<u>534</u>	<u>387</u>
Cases pending at end of month	1681	1286

*Breakdown of cases closed during the month -

Number of full approvals	356	283
Number of disapprovals	30	24
Number closed before completion	<u>148</u>	<u>80</u>
	<u>534</u>	<u>387</u>

Breakdown of all types of approvals during month on "T.O." Type Cases

	<u>"T.O." Type TOTAL</u>	<u>Number Permitting E. O. D.</u>
Provisional clearance for unclassified duties	76	76
Limited clearance through Secret	6	0
Full security clearances	<u>283</u>	<u>208</u>
	365	284

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<u>EXPOSED CLASSIFIED MATERIAL</u>		<u>OPEN</u>	<u>TOTAL</u>	<u>NUMBER OF</u> <u>SAFES & VAULTS</u>
<u>TOP SECRET</u>	<u>SECRET & CONF.</u>	<u>SAFES</u>	<u>VIOLATIONS</u>	

Office of Director	0	0	0	0	64
Office, Depy. Dir., CIA	0	0	0	0	
Office, Depy. Dir. (Plans)	0	0	0	0	
Office, Depy. Dir. (Intell.)	1	0	0	1	
Office, Depy. Dir. (Admin.)	0	0	0	0	
Office, Inspector General	0	0	0	0	53
ONE	0	0	0	0	
OSI	0	0	0	0	
ORR	0	0	1	1	
OIC	0	0	0	0	
OCI	0	0	0	0	
OCD	0	1	1	2	
O-O	0	0	1	1	
Depy. Dir. (Plans) OSO/OPC	0	7	14	21	
Communications	0	2	0	2	
Training	0	0	1	1	
SO	0	0	1	1	
DD/A - (Subordinate Offices)					
General Services	0	0	0	0	
Comptroller's Office	0	2	1	3	
General Counsel	0	0	0	0	
Medical Office	0	0	0	0	
Personnel Office	0	1	0	1	
Logistics	0	1	0	1	
Audit Office	0	0	0	0	
GPO	0	0	0	0	
CIA Credit Union	0	0	1	1	
	1	15	21	37	7,203

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PHYSICAL SECURITY INSPECTIONS FOR APRIL 1953

<u>Office</u>	<u>Number of Inspections Made</u>	<u>Remarks</u>
Office of the Director	24	1 Building
Office of Deputy Director, CIA	(Daily	1 Building
Office of Deputy Director (Plans)	Staff	1 Building
Office of Deputy Director (Intelligence)	Duty	1 Building
Office of Deputy Director (Administration)	Checks)	1 Building
Office of Inspector		1 Building
ONE	0	1 Building
OSI	0	2 Buildings
ORR	1	5 Buildings
OIC	0	1 Building
OCI	1	3 Buildings
OCD	2	7 Buildings
O-O	0	4 Buildings
Deputy Director (Plans) OSO/OPC	4	6 Buildings
Communications	1	5 Buildings
Training	2	9 Buildings
SO	1	2 Buildings
DD/A - (Subordinate Offices)		
General Services	1	12 Buildings
Comptroller's Office	1	4 Buildings
General Counsel	0	3 Buildings
Medical Office	1	3 Buildings
Personnel Office	1	2 Buildings
Logistics Office	0	5 Buildings
Audit Office	1	1 Building
GPO	0	3 Buildings
	41	

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